

**REAL ESTATE FINANCE SUPERVISOR***Class Definition*

Under general direction, supervises and coordinates the work of personnel engaged in processing applications and assembling financing packages and analyzing the financing feasibility to carry out the physical rehabilitation, redevelopment and development of commercial and residential properties.

*Distinguishing Characteristics*

Real Estate Finance Supervisor is the supervisory level in the Real Estate Finance series. The incumbent is responsible for directing the day-to-day activities of the Real Estate Finance Services Section of the Rehabilitation and Housing Services Division, coordinating the financing packaging operations with other sections of the Division, and assisting in the planning and implementation of Division-wide operational procedures. This class is distinguished from Real Estate Finance Specialist II in that the latter is the journey level class in which incumbents are directly involved in packaging financing for housing and commercial rehabilitation and development projects. This class differs from Rehabilitation and Housing Services Manager in that the latter has on-going, overall responsibility for the operation of the Rehabilitation and Housing Services Division.

*Typical Tasks*

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Supervises a staff engaged in taking and processing applications for real estate loans and in assembling financing packages to accommodate specific housing and commercial building rehabilitation and redevelopment and development proposals.

Collects, compiles and analyzes data pertaining to projects, programs, and proposals consistent with the City's Redevelopment and Community Development activities; derives conclusions, formulates recommendations and prepares and presents reports to implement solutions.

Consults with homeowners and developers in regard to assembling financing resources and preparing loan applications and necessary data to qualify for private or governmental loans to carry out building rehabilitation or development.

Reviews loan applications and project proposals and directs the preparation of financing packages to accommodate specific project needs.

Makes recommendations concerning alternative financing programs and may write programs to accomplish these goals.

Participates in meeting with regulatory boards, commissions and public groups concerning Community Development and Redevelopment programs.

Researches and collects data for the development of new financing programs through local banking or other resources.

May act as division manager in absence of the Rehabilitation and Housing Services Manager.

Performs related duties as required.

### *Knowledge, Abilities, and Skills*

Knowledge in real estate finance techniques, including the standards, procedures and practices of the banking and real estate industry.

Knowledge of effect and implications of real estate documents.

Knowledge of federal and state grant funding and Community

Development program administration.

Knowledge of government-sponsored housing development and redevelopment programs.

Ability to effectively supervise a staff involved in administering contracts and making financing arrangements for rehabilitation of existing buildings and development of new residential and commercial buildings.

Ability to effectively work with property owners, citizens groups, regulatory boards, and others.

Ability to analyze financial statements and evaluate development strategies and feasibility studies.

Ability to communicate effectively, orally and in writing. Ability to develop and follow schedules.

### *Minimum Qualifications*

Three years of experience as a Real Estate Finance Specialist II with the City of Fresno; OR, graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Marketing, Economics, or closely related field, and two years of increasingly responsible experience in real estate or mortgage finance. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

*Necessary Special Requirement*

Possession of a valid California Driver\*s License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel

DATE: \_\_\_\_\_

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+328/SPEC5